

**ALERT: LOWER-CLASS ACCOMMODATIONS ARE NOT REASONABLY AVAILABLE -
- USE OF FIRST-CLASS TRAVEL**

Using Government funds to pay for premium-class travel (first and business) is strictly forbidden except under certain circumstances. Exceptions for the use of Premium-class travel at Government expense are addressed in the

Joint Federal Travel Regulations, Volume 1 (JFTR)
Joint Travel Regulations, Volume 2 (JTR)

Each delegated approval authority must report use of ALL premium-class travel. See JFTR/JTR, Appendix H for document requirement/procedures.

See JFTR/JTR, Appendix H, Part III, Section A for all business-class accommodation reasons for travel.

Reference JTR, par. C2204-B3a and JFTR, par. U3125-B3a.

Travelers should plan travel with sufficient time to reserve coach-class accommodations. The same amount of planning and cost consideration should be made for Government travel as would be made if the traveler were paying personal funds. There may be times when lower-class accommodations are not reasonably available.

“Reasonably available” means that other than first-class accommodations are available on an airline scheduled to leave within 24 hours of the traveler’s departure time, and scheduled to arrive within 24 hours before the traveler’s anticipated arrival time. This does not include a scheduled departure time earlier than 24 hours from the required reporting time at a duty site, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty.

If this reason is used for first-class travel the authorizing officer must cause the travel order/authorization to clearly show when TDY travel was first identified, when the travel reservations were made, and the cost difference between coach-class and first-class accommodations.

“Not reasonably available” does *not apply* during official travel involving Permanent Change of Station (PCS), Renewal Agreement Travel (RAT), Consecutive Overseas Tour (COT) leave, emergency leave (uniformed personnel), emergency visitation (EVT) and family visitation (FVT) (for civilian personnel), Rest and Recuperation (R&R), Funded Environmental and Morale Leave (FEMLE), or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.